



POSITION DESCRIPTION

Learning and Teaching Unit
Faculty of Medicine, Dentistry and Health Sciences

Clinical Education Strategy and Risk Project Officer

POSITION NO	0056036
CLASSIFICATION	UOM 7
SALARY	\$96,002 - \$103,921 p.a
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE)
BASIS OF EMPLOYMENT	3 years fixed term
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Elysia Corallo, Manager Experiential Learning Medicine, Dentistry and Health Sciences elysia.corallo@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

In the Faculty of Medicine, Dentistry and Health Sciences (MDHS) we are committed to ensuring the highest quality clinical education for our health professional students to enable them to meet the health and social needs of the communities they serve. The Clinical Education Strategy and Risk (CESAR) Project Officer will work closely with the Academic Director Clinical Education Strategy and Risk and other Faculty leaders to support the risk management of the Faculty's clinical education portfolio. The CESAR Project Officer will be part of the Faculty's Learning and Teaching Unit and will report to the Manager, Experiential Learning in the Learning and Teaching Unit.

Under the broad direction of the Manager and the Academic Director, the CESAR Project Officer will develop a range of frameworks, protocols and other resources to support the Faculty in effectively anticipating, monitoring and responding to strategic and operational risks in clinical education programs across the division. This includes risks to: program sustainability; student learning; safety of students, staff, patients and the community; reputation of the Faculty and the University; and legal and financial liability. 'Clinical education' includes clinical placements (including telehealth and virtual placements) as well as classroom-based skills training, practice and assessment. The CESAR Project Officer will also support the MDHS Clinical Education Strategy and Risk Committee, a standing committee responsible for the strategic development and risk management of clinical education activities in the MDHS.

This role will work closely with academic and professional staff across the Faculty, in particular those working in the MDHS schools who have clinical programs. Where relevant, this role will also liaise with the University's Student and Scholarly Services and other academic divisions with professional entry to practice programs across the University.

1. Key Responsibilities

- ▶ Support the Academic Director Clinical Education Strategy and Risk in undertaking the Faculty's Clinical Education Strategy and Risk workplan. This encompasses the review and monitoring of the Faculty's:
 - Clinical course selection and admission requirements
 - Clinical placement supervision and pre-placement compliance practices
 - Risk assessment of student professional behaviour
 - Management and reporting of allegations of student misconduct with respect to clinical placements
- ▶ Develop tools for the identification and management of risks to the Faculty related to clinical education activities.
- ▶ Maintain and regularly report on project timelines and performance against scheduled milestones.
- ▶ Liaise with staff in MDHS schools who have clinical programs with regard to clinical risk monitoring and management
- ▶ Liaise with relevant staff across the University - including Legal and Risk, Business Services, Student and Scholarly Services, Chancellery Academic and staff in other divisions – as needed to develop and implement best-practice approaches to the management of risk in clinical education.
- ▶ Provide executive support to the MDHS Clinical Education Strategy and Risk Committee

- ▶ Other duties as required for the operational success of the team consistent with the classification and scope of this position.
- ▶ Occupational Health and Safety (OH&S) responsibilities as outlined in section 5

2. Selection Criteria

ESSENTIAL

- ▶ A relevant tertiary degree with subsequent relevant experience, or an equivalent combination of relevant experience and/or education and training.
- ▶ Proven project management skills, with a strong track record in communicating progress, managing expectations, strong attention to detail, preparing documentation, monitoring, tracking, problem solving, and the ability to prioritise competing demands under broad direction.
- ▶ Strong interpersonal skills, including stakeholder management, with proven ability to exercise sound judgement.
- ▶ Demonstrated experience and confidence in working with senior staff
- ▶ Experience in risk management and/or policy development
- ▶ Excellent written and oral communication skills
- ▶ Demonstrated capacity to exercise sound judgment, diplomacy and discretion and proven ability to handle sensitive information in a confidential and appropriate manner
- ▶ A focus on student outcomes and a commitment to the Faculty's values of respect, collaboration & teamwork, compassion, integrity, and accountability.

DESIRABLE

- ▶ A thorough understanding of student placement policies and processes, including in a clinical setting

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION/INDEPENDENCE

The CESAR Project Officer will receive broad direction from the Academic Director Clinical Education Strategy and Risk and the Manager, Experiential Learning, but is expected to work with a high level of autonomy and independence. The position reports to the Manager, Experiential Learning. The incumbent will be expected to work with staff of other Faculty units, in the Faculty's Schools and Departments, and with relevant University units. Matters that may affect the standing of the University or its objectives are referred to senior colleagues as appropriate.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position requires experience in project management, enthusiasm, flexibility and the ability to effectively prioritise and deliver the project. The role requires a high level of judgment, diplomacy and problem solving skills in interactions with stakeholders. The incumbent will be required to respond quickly and effectively to unanticipated issues as they arise. The incumbent is expected to work independently, under broad direction, to meet deadlines in accordance with agreed priorities and project timelines, and to be guided by policy, precedent, professional standards and managerial or technical

expertise. The ability to initiate work and take responsibility for decisions relevant to particular tasks is required. The incumbent is required to maintain strict confidentiality and exercise sound judgement in carrying out their duties.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The CESAR Project Officer requires sound knowledge of MDHS clinical education and risk especially as they relate to clinical placements. An understanding of the Faculty and health care partners, and its policies and procedures will enable the incumbent to deal with and/or refer sensitive issues. The incumbent will possess the required skills to perform the duties encompassed within the position or be willing to undertake appropriate training to gain them. The incumbent is expected to develop and maintain an understanding and sound working knowledge of the Faculty and University's governance structures, operating environment, strategic direction, policies and procedures.

3.4 RESOURCE MANAGEMENT

The CESAR Project Officer is expected to develop and maintain relationships with staff within the Faculty and broader University whose responsibilities will be critical in delivery of various projects. The incumbent will have the ability to efficiently and effectively manage various projects to completion via an inclusive and diplomatic approach. The position requires the incumbent to identify potential barriers to success and raise these in a timely manner with senior staff or their line manager.

The incumbent will be required to have excellent time management skills, the ability to influence others, and the ability to prioritise tasks to achieve required outcomes.

3.5 BREADTH OF THE POSITION

The position is envisaged to involve a range of tasks, of differing complexity, and the incumbent is expected to perform these tasks with a high level of accuracy and timeliness, underpinned by a professional and quality service ethos within Faculty and University guidelines. The position requires a broad understanding of the Faculty's mission, goals and structure and of the University policy and procedures relevant to the project.

4. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy

sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne's largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>